

1. Purpose

Joseph Chamberlain Sixth Form College aims to provide current and prospective students with high quality, impartial advice and guidance which is delivered by qualified careers advisers in line with the college's Careers and Employability Policy and the following legal acts and standards:

- Education Act 1997; 2004; 2011
- Good Career Guidance – Gatsby Benchmarks (January 2018)
- Technical and Further Education Act, 2017
- SEN Code of Practice 2014
- Data Protection Act (and regulations) 2018

2. Confidentiality

You are entitled to confidentiality unless it relates to issues regarding safeguarding which includes Prevent in line with the college's Safeguarding policy.

3. Entitlement

You entitled to:

- A Planned Careers programme
- An hour 1:1 Guidance interview and further support if required
- A drop-in service based in the Futures Zone

For support with:

- Exploring your careers idea and interests
- Further studies
- University applications and funding for courses
- Job search skills
- How to gain an apprenticeship
- Labour market information
- Work experience
- Internal and external careers and job events and activities

4. Careers Resources

- Access to up to date careers resources that are annually reviewed and updated by the careers coordinators.
- Support with finding the information you want in the format you need.

5. Continuous Improvement of the service we provide

To improve the quality of the service you receive we will ask you what you think through careers interview surveys, group work feedback and student voice.

6. Service Opening Times

Term Time: Monday to Friday 9am – 4pm during

Holidays: Monday to Friday 9am – 4pm